

Student Name: _____ Business: **TCM Racing**

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Groom horses		
Warm-up riding		
Administer oral vaccines		
Administer shots		
Demonstrate English riding		
Demonstrate Western riding		
Picking/cleaning feet		
Trim bridle path		
Bridling		
Saddling		
Tie halter		
Round pen work		
Wrapping pasterns		
Split wraps		
Barrel patterns		

Supervisor Signature _____

Date _____